

Meeting Minutes  
 Choral Society of Durham Board of Governors  
 7:00 - 8:30 PM, May 20, 2020  
 Zoom Meeting

Board Member		Board Member		Board Member		Ad Hoc		Guest	
*Bennett, John	P	*Junker, James	P	Sheridan, Ellie	A	Parham, Susan	P		
Butler, Doug	P	Lamb, Gwen	P	Smigelsky, Melissa	P				
Ellis, Alan	P	James, Suzanne	A	*Tremmel, David	L				
Fries, Justin	A	Morrison, Travis	A	*Wynkoop, Rodney	P				
*Grice, Victoria	R	Poag, Coleman	P	Ziegler, Liz	A				
Hardman, Carol	P	Sherck, Linda	P						

Codes: L = Chair/Leader, R = Recorder, A = Absent, P = Present, U = Unable to attend

\* Members of the Executive Committee

Approval of Minutes from April 15, 2020	Moved: Doug	Second: Rodney	For: 12	Against: 0	Abstain: 0
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## REPORTS

President:

- Slate of board candidates
  - Spoke with Liz because we haven't been able to find a candidate to fill her position next year.
  - She is willing to continue next year in her position
  - We now have a full slate for the board for next year

Artistic Director:

- Had a Zoom meeting a few days ago with eight local choir directors
  - Other choirs in Durham plus Cary Singers and ??
  - Compared notes and discussed advice and insights
  - Pretty much all the choirs are in the same position we are
    - No assumptions about what we can do for events
    - Most are expecting that we won't be able to have events
    - Make tentative plans but then new information comes up and plans change
  - Continuing to do lots of reading about COVID research and water droplets and aerosols being spread farther and other related studies

- Report from the Vienna Philharmonic
      - Found the orchestra didn't exude significantly more droplets in performing as compared to breathing
      - No singers involved in the experiment
    - Please send other articles to Rodney about new research
  - Would like to proceed fairly soon with surveying members about what we can do socially via Zoom/online over the summer
    - Also can continue these in the fall if we aren't able to meet in person
    - We don't usually do things in the summer, but it feels like we should do that this year
    - Plan to schedule something for about half of the Monday evenings
    - Want to get feedback of what members think and prefer
    - Other choirs are having "check-ins" via Zoom and Doug will share with Rodney how that has worked for his wife's choir

Administrative Assistant:

- Arts Council is still closed so Susan is working from home
  - No word yet on when they might open back up
  - Durham still on stay-at-home orders

Treasurer:

- Large donations have been deposited into the money market account
  - Received \$125,000 from an anonymous donor for the endowment
  - Also received \$25,000 from BIN toward operating budget
- Individual donations up to over \$43,000
  - That is up \$1400 since last month
  - This is just over the amount of donations at this time last year
- Funds at Triangle Community Foundation are down about 12% from April (approximately \$22,000 loss)
  - Since they don't update as frequently, there may have been some gains since the last update
  - Down just over \$7,000 since the same time last year
    - May have deposited some funds during the last 12 months, depending on the timing of the deposit last season
    - Believe it's actually down about \$16,000 since this time last year including the funds we added

Finance Committee:

- 2020-21 Budget
  - Proposal documents are included in the meeting folder
  - We decided to plan for what we know we will do and not for the things we don't know if we can do
    - Need to plan for a season with no performances
    - Still a lot we can do without performances
  - Doing a lot of educated guessing in terms of income expectations
    - Budgeting for revenues of \$72,000

- On the expense side, looking to cover our fixed costs
  - This amounts to about \$83,000
- Showing a deficit in the budget
  - Expect a surplus for this season
  - Carrying over that surplus would help us break even for next season
- We have tried to be very conservative on what we can expect
  - Individual donations
  - Membership dues
- Rodney and Susan left the meeting while board discussed personnel costs
  - Budgeted for payment of employee (Susan), accompanist (David), and Rodney (Artistic Director) at same level as current season
  - No cost of living increase included
  - Rodney is working very hard to find opportunities for us
  - Susan will also continue working to keep our business running
  - David could potentially help us artistically, such as recording things to put on our website
    - Rodney is also looking at ways David can help us with recording tracks, etc.
    - Learned that other choirs are all continuing to pay their accompanists at full pay through this situation
  - Are we eligible for federal loan to pay our employee?
    - Required to keep full salaries in order to be forgivable
    - Have had discussions but have not moved forward on this yet
    - Will follow up to determine eligibility
  - Consensus is that it's very important to keep the staff we have
- Proposal and discussion regarding dues
  - We are a membership corporation and the payment of dues makes a person a member of our corporation
  - If we collect dues, have to provide something of value
  - Because we are doing something less than we have done in past years, should we adjust our dues structure?
    - Option to reduce dues while encouraging members to make donations to support the organization
    - Anything above the official dues rate would become a donation
  - If we adopt an option to reduce dues yet encourage donations, the overall revenue totals on the proposed budget will not change; it will simply change which categories the revenue will be received.
  - Perhaps prorate the dues based on the percentage reduction in total budget?
    - In this case, our 2020-21 budget is about 50% of the typical budget
  - What amount feels right to pay as dues in a season where we aren't performing?
    - Suggest \$50 and encourage members to donate the remaining \$100 in dues
  - What is the thing of value that we will provide for the dues being paid?
  - Looking for a leap of faith from our members
  - People sign up to do this (pay dues/become members/sing with CSD) because they like to sing

- We aren't able to offer anything like the main reason members are here this year
- Suggest charge them half or something more modest than half because we are unable to offer what they love about being a member
- Also going to be more difficult for some people because of added stress
- Others may be sitting around with little to do and are craving whatever contact/experience we can offer
- People are still frightened of the unknown, so there is a reason we are doing what we're doing
- We will be providing some community and support as well
- What we have to offer in lieu of concerts is of value
- Can be generous with reduction in dues
- Some will notice how much value they get from the experience and may be more willing to make an additional donation
- Some singers have reported to board members that they would be happy to pay full dues
- Continuing to pay dues or donating to CSD is something that people may do because they value our group and want to make sure it will continue after this
- There are a lot of singers who donate above the full dues amount, so will have to see if people will continue to donate at their usual rate or just up to the full dues amount
- If members cannot afford the \$50 dues rate, they can still request financial assistance

Motion to reduce dues to \$50 per member for 2020-21 season	Moved: Rodney	Second: Gwen	For: 12	Against: 0	Abstain: 0
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- Recommend changing the figures in the budget to reflect the lower dues and higher expectation for donations
  - Change dues to \$7,000
  - Raise donations line item to \$28,000
- Would like to offer fewer payment plans
  - Annual or semiannual only
  - No quarterly dues at the \$50 rate
- Ensure members know they can request financial assistance if needed
  - Don't want people to drop out because they can't afford the dues
  - Gently remind all members that they must pay dues or make financial arrangements in order to be eligible to vote and participate as members

Motion to approve budget as amended by the board	Moved: Doug	Second: James	For: 12	Against: 0	Abstain: 0
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- Should the situation change and it seems like we are able to have events during the next season, would have to amend the budget with the board and approve it through the membership
- In the past, have not gone through the full process of creating a new budget when figures change
  - If we have concerts or events, the change will be significant
  - Requires a second look with new projections
  - Allows board and membership to review and discuss before making such big changes to the budget
  - If no changes to the situation, we would complete the season with the current, approved budget
  - If the bottom line doesn't change much, would not go back to the membership for approval
    - Would still want to discuss with the board when changes are being considered
    - Typically stay within 10% of the budget in any given year without making any budget changes or seeking approval
    - This could be an informal guideline
- Budget will be sent out to the membership
  - Doug and Linda will craft a cover memo to go with the budget
  - Requires the membership to have at least two weeks to review the budget before voting
  - Will hold a CSD town hall meeting on 6/1/20 at 7:45 via Zoom to answer questions
    - May need to train some individuals on Zoom, so offer some time to help those who need it
    - Final details of the town hall will be determined and sent to the membership when the budget is sent out
  - Susan is working on the voting form
    - Will e-mail only to current members (those who paid dues this season)

Financial Development:

- No report

Policy and Planning:

- No report

Publicity and Programs:

- No report

Technology:

- No report

Diversity, Equity, and Inclusion:

- DEI committee met 4/20 for a discussion on heterosexual and cisgender privilege, chair report, general check-in, and planning.
- At least one member planned to attend the free 3-session training by the Equity Paradigm (hosted by People's Alliance).
- DEI committee will meet next in the fall and will consider a book club for next year.
- Interviews with trainers continue.

Membership:

- No report

Concerts:

- No report

**OLD BUSINESS**

**NEW BUSINESS**

Motion to Adjourn	Moved: Rodney	Second: Coleman	For: 12	Against: 0	Abstain: 0
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